



**City of Hermosa Beach**  
1315 Valley Drive, Hermosa Beach, CA 90254  
310.318-0203 - Fax 310.372-6186  
Email: [recordsrequest@hermosabch.org](mailto:recordsrequest@hermosabch.org)

PRR-19-00014

Received By: Tamara H.  
Referred To: \_\_\_\_\_  
Date Referred: \_\_\_\_\_

## Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney—client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name (please print): <u>Kailyn Gaines</u>	Email: <u>Kailyn@civilrightscorps.org</u>
Address:	Phone:
City:	Fax:

### Record or Document Requested:

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.**

See Attached

Photocopies are \$0.20 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. *Accepted method of payment:* Cash or check. Credit card accepted in person only.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### For Departmental Use Only:

<b>Action Requested:</b>	<b>Action Taken:</b>	<b>By</b> _____ <b>Date</b> _____
<u>Review Only</u>	<u>Document Reviewed</u>	<u>Non-Existent Document</u>
<u>Copies Requested</u>	<u>Copies Provided</u>	<u>Other (Please Explain)</u>
	<u>Refusal/Reason</u>	

### For City Clerk's Use Only:

**Date Requestor Notified** \_\_\_\_\_ **Notified By:** \_\_\_\_\_ **Date Picked Up or Mailed** \_\_\_\_\_

Public Records Act Officer

Hermosa Beach City Attorney's Office



RE: Public Records Act Request, DATE: 3/12/19

Dear PRA Officer,

Pursuant to my rights under the California Public Records Act (Government Code Section 6250 et seq.), I am requesting an opportunity to inspect or obtain copies of the following public records:

- **Any and all documents produced between January 1, 2017 and February 15, 2019 that:**
  - List any case numbers and/or names of participants in any diversion programs offered by American Justice Associates;
  - List any and all individuals invited to participate in American Justice Associates's diversion programs and/or cases referred or submitted to its programs;
  - Provide any information about compliance and the disposition status of each participant's case.
- **Any and all correspondence sent or received by American Justice Associates or the City Attorney's Office concerning American Justice Associates programs or its participants, including but not limited to (1) any correspondence between American Justice Associates and the City Attorney's Office and (2) between American Justice Associates and/or the City Attorney's Office and current and/or potential program participants.**
- **Any and all administrative forms and/or procedural guidelines for the operation of American Justice Associates programs, including but not limited to:**
  - Eligibility criteria for participation,
  - Manuals or training materials,
  - Program costs and fees,
  - Fee waivers, and,
  - Drug and alcohol screening.

I ask for a determination on this request within 10 days of your receipt of it, and an even prompter reply if you can make that determination without having to review the record[s] in question.

If it is convenient to deliver these records via email, please send any and all responsive records to Kailyn Gaines at [kailyn@civilrightscorps.org](mailto:kailyn@civilrightscorps.org). If not, I am happy to accept these records in person or by mail and to pay any applicable copying fees. Please contact me by email or by phone at 301-408-9513 to discuss these arrangements.